

**POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA**

POSITION: GIS Specialist/Property Transfer Technician
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT III (Professional Administrative Technological)

DATE WRITTEN: August 1998
DATE REVISED: January 2007

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as GIS Specialist/Property Transfer Technician for the Auditor, responsible for maintaining and processing various property records, and assisting the public.

DUTIES:

Updates real estate records in recording deeds and processing deed transfers, annexations, property splits, and new subdivisions, including reviewing deeds, affidavits, disclosures, and surveys, drawing on plats and using manual and mechanical drafting techniques and computer aided drafting (CAD), computing acreage, assigning parcel numbers, entering data in County GIS system, and copying and filing property cards and documents.

Supervises assigned personnel in maintaining parcel layer in GIS system, including training new personnel, providing corrective instruction, and reviewing work for accuracy and completeness.

Responds to inquiries and assists the public in the office, by telephone, and by e-mail, including providing copies, locating key/parcel/section numbers, assisting with or performing title searches on computer, microfilm and in plat books, maintaining and filing electronic data files of subdivisions and surveys, and creating and printing various GIS maps.

Maintains current knowledge of GIS by reading related publications/periodicals, and periodically attends seminars, conferences, and/or meetings.

Composes and prepares correspondence on computer as needed.

Performs duties of other department personnel in their absence or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate Degree in geography, engineering, or computer science, or equivalent combination of education and experience. Ability to obtain any required technical certifications.

Working knowledge of standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of aerial photography and products, land surveying, county land areas and applicable state and local codes, with ability to make simple arithmetic calculations, accurately process, draw, record, interpret and verify legal descriptions, property records and maps, and interpret and use planimetric, parcel, and topography data.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare a variety of documents/reports.

Ability to type with speed and accuracy and properly use standard drafting instruments, CAD software, and a variety of standard office equipment, including computer, copier/printer, plotter, telephone, microfilm reader, and calculator.

Ability to supervise assigned personnel, including training new personnel, providing corrective instruction, and reviewing work for accuracy and completeness.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, abstractors, engineering and surveying companies, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to occasionally travel out of town for training and/or meetings, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope requiring consideration of complex variables. Incumbent performs according to department policies and procedures and supervisory direction, exercising independent judgment in selecting and adapting standard methods/procedures to fit varying situations.

III. RESPONSIBILITY:

Incumbent receives indirect supervision and discusses unusual situations with supervisor as needed, occasionally conferring with the GIS Administrator. Incumbent's work is periodically reviewed upon completion for technical accuracy and compliance with department policies and procedures and legal requirements. Errors in incumbent's work are usually prevented through procedural safeguards and are detected through notification from other departments, agencies or the public. Undetected errors may result in loss of time for correction, work delays and/or inconvenience to other departments, agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, abstractors, engineering and surveying companies, realtors, and the public for the purpose of exchanging information, explaining/interpreting policies and procedures, and supervising assigned personnel.

Incumbent reports directly to the Auditor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including a service counter, which may involve sitting for long periods, sitting and walking at will, lifting/carrying objects weighing under 50 pounds, reaching, bending, crouching/kneeling, close vision, hearing communication, and handling/grasping/fingering objects.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of GIS Specialist/Property Transfer Technician for the Auditor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____ No_____

Applicant/Employee signature

Date